

National Oceanic and Atmospheric Administration (NOAA)

Grants Online



Privacy Impact Assessment Statement

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Unique Project Identifier: 006-48-04-00-01-3802-00-117-057

Project Description:

The mission of the NOAA Grants Online Program Management Office (PMO) is to provide NOAA with a single unified grants processing and administration system, using an electronic solution that will reduce processing time and increase efficiency. This mission statement and other information about the PMO and the NOAA Grants Program may be found at the PMO Web site: <http://www.ofa.noaa.gov/~grantsonline/index.html>.

NOAA Grants Online is a different program, with a different purpose, than the government-wide Grants.gov, which allows grant-seeking organizations to electronically find and apply for federal grants. Grants.gov is the single access point for over 1,000 grant programs offered by all federal grant-making agencies, and is at <http://www.grants.gov>.

NOAA Grants Online: (1) processes NOAA grant applications which have been submitted to Grants.gov and forwarded by grants.gov to NOAA; (2) selects grant awardees from applications received and makes the grant awards; and (3) administers and monitors awarded grants throughout the life of the grant..

1. What information is to be collected (e.g., nature and source)?

Both personally identifiable information (PII) and business identifiable information (BII) are collected by Grants Online. This information is needed for the purposes of verifying the recipients and remunerating them accordingly.

PII is collected only in those cases (fewer than one percent) where the grantee is an individual rather than an organization. The PII collected from individual grantees includes their name, address, and Social Security Number (SSN). This information is necessary to provide them their awarded grant funds. In the case of awards to organizations, the only PII collected is the name and contact information for the individual who will represent the organization and serve as the point of contact for management of the grant. No PII relating to grantee board members, officers or employee members is collected or maintained.

BII collected includes Data Universal Numbering System (DUNS) numbers and financial institution information specific to grant winning institutions for the purposes of providing them their awarded grant funds. Other BII that is collected (progress reports, final reports, etc.) is made available for public review following standard grants management practices.

2. Why is the information being collected (e.g., to determine eligibility)?

The information that is collected is used for purposes of reviewing grant applications, verifying the identity and capabilities of grant recipients, and distributing and administering grants.

3. What is the intended use of the information (e.g., to verify existing data)?

In addition to the purposes above, grantee progress reports, final reports, and similar publications and research findings are made available for public review following standard grants management practices. This ensures that the grant serves the public purpose for which it was intended.

4. With whom the information will be shared (e.g., another agency for a specified programmatic purpose)?

The information is not shared with any third parties, except for the public reports noted above.

5. What opportunities do individuals have to decline to provide information (i.e., where providing information is voluntary) or to consent to particular uses of the information (other than required or authorized uses), and how may individuals grant consent?

All information collected is submitted by the parties involved as part of the grant application (through grants.gov, which forwards proposals for NOAA programs) and the grants administration process. There are no uses of this information other than those required and authorized as part of that process.

6. How will the information be secured (e.g., administrative and technological controls)?

Management Controls:

Every two weeks, the Grants Online team holds a Program Management Office meeting to discuss management issues, including the application of system updates and security patches. All updates and patches are run through a rigorous testing process to insure functionality and continued system availability. Management officials and technical representatives participate in all levels of the discussions to insure timely application of these updates and patches.

Operational Controls:

The Grants Online computer systems are located at the NOAA Information Technology Center (ITC) in Landover, Maryland. The ITC data center has a uniformed guard service

as well as key card controls limiting access to all production servers. Nightly backups are performed with backup media being stored approximately 17 miles from the production servers in a fire-proof media safe. Integrity checks of the backups are performed weekly.

Technical Controls:

Access controls are used on the production equipment through the use of system usernames and passwords as well as database usernames and passwords. Access logs are maintained and reviewed for any improprieties. Password length and duration of validity follow Department of Commerce standards as outlined in Appendix G of the [IT Security Program Policy and Minimum Implementation Standards](#).

7. Is a system of records being created under the Privacy Act, 5 U.S.C. 552a?

No. Although Grants Online includes some personal information, the primary retrieval is not by a personal identifier, and it is not a system of records as defined by the Privacy Act.

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